



# QUALIFYING PERSONNEL

PROCEDURE ID: YMP-LBNL-QIP-2.1

REV. 2, MOD. 0

EFFECTIVE: 6/2/97

## 1. PURPOSE

This procedure describes the process and documentation required to assure proper evaluation, selection, indoctrination, training, and qualification of persons who are to perform quality-affecting work on the Yucca Mountain Site Characterization Project at Ernest Orlando Lawrence Berkeley National Laboratory (YMP-LBNL).

## 2. SCOPE

This procedure describes specific rules for qualifying and training LBNL personnel prior to their performing work and throughout their employment, including new employees as well as employees whose work responsibilities and/or locations have recently changed. This procedure also applies to Non-LBNL personnel conducting quality-affecting work to YMP-LBNL.

**Note.** Unless specified otherwise, titles refer to YMP-LBNL personnel working on the Yucca Mountain Project.

## 3. PROCEDURE

### 3.1 Documenting the Selection of Personnel

3.1.1 The **Applicable Manager** shall write a job description that outlines the minimum education and experience or equivalent needed for each position, based on the scope, complexity and nature of work, to successfully fulfill the technical and quality assurance (QA) requirements.

3.1.2 The **Applicable Manager or LBNL Human Resources Department** shall evaluate, through verification, that each new employee possesses the minimum required education and experience (or equivalent) and shall document this verification on Attachment 1, "Education and Experience Verification Record" prior to the start of the new employee's YMP-LBNL quality-affecting work.

A. Verification of Education shall include a written request on Ernest Orlando Lawrence Berkeley National Laboratory letterhead with the address of : 1 Cyclotron Road, Berkeley, California 94720, or a telephone request for the following information from the potential employee's school Office of the Registrar (or equivalent):

- name of educational institution
- highest level of education achieved
- degree(s) awarded

- units toward degree, if a degree was not awarded
- major
- dates attended

If the information is obtained by telephone, the verifier shall also document

- date and time of the call
- telephone number
- name of registrar personnel providing information
- signature of the verifier, and date of the verification

B. Experience verification shall include a written request on Ernest Orlando Lawrence Berkeley National Laboratory company letterhead with the address of : 1 Cyclotron Road, Berkeley, Ca 94720, or a telephone request for the following information from the potential employee's previous employer(s):

- job title
- dates of employment
- position descriptions cited on resume

If the information is obtained by telephone, the requester shall also document

- date and time of the call
- company name, address, and telephone number
- name of company personnel providing information
- signature of verifier, and date of the verification

If the potential employee's former employer is out of business, the above information may be obtained by individuals with personal knowledge of the potential employee.

- 3.1.3 If unusual circumstances prevent the minimum education and experience (or equivalent) for an individual from being adequately verified, then the **applicable manager** shall provide a selection verification memo justifying the individual's qualifications for the position for inclusion in the person's training file.
- 3.1.4 The YMP-LBNL Records Coordinator shall maintain qualification and training files.

### 3.2 Indoctrinating New Personnel

New personnel shall receive the following Project indoctrination, overviews, and training.

3.2.1 The **applicable manager (or supervisor)** shall provide an overview of the facilities, tasks, responsibilities and authorities, and QA documents associated with the particular project activity to new personnel, prior to their performance of YMP-LBNL activities.

3.2.2 The **Engineering Assurance (EA) Manager (or designee)** shall:

A. provide the new employee with the initial YMP-LBNL QA Program overview (Attachment 2) prior to the employee's performance of YMP-LBNL activities; and

B. coordinate the orientation of new personnel to the Yucca Mountain Project, general criteria, applicable codes, regulations, and standards, the Quality Assurance Requirements Description (QARD), and specific Quality Implementing Procedures (QIPs), Technical Implementing Procedures (TIPs), or other procedures appropriate to the work to be performed.

3.2.3 The **YMP-LBNL Records Processing Center** shall maintain a file for each staff member that includes the Job Description, YMP-LBNL QA Program Overview Statement, on-going training statements, and any other information deemed relevant to document the individual's adequacy to perform the subject YMP work.

### 3.3 Documenting Training

3.3.1 The **Applicable Manager** shall ensure that personnel are trained, as needed, to achieve and maintain proficiency and adapt to changes in technology, methods, or job responsibilities.

3.3.2 The **Applicable Manager** or designee shall train personnel to the technical tasks and any associated TIPs, and for documenting that training prior to the individual's initial performance of the task.

3.3.3 The **Applicable Manager** or designee shall ensure project personnel are trained to the specific QIPs relevant to the individual's work, and document the training prior to the individual's initial performance of the task.

3.3.4 The **Applicable Manager** shall submit training documentation to the YMP-LBNL Record Processing Center for maintenance and safe storage.

3.3.5 The **YMP-LBNL Records Staff** shall maintain all current training and qualification records and process the records as a package according to AP-17.1Q

3.3.6 The **Applicable Manager** shall evaluate and assess the need for additional indoctrination and training when assignments, positions, and implementing documents change; and assure that the training of affected personnel is completed prior to the affected work being performed.

#### 4. RECORDS MANAGEMENT

##### 4.1 Lifetime

Completed copies of Attachment 1  
Any other relevant information

##### 4.2 Non-permanent

None

##### 4.3 Controlled Documents

None

##### 4.4 Records Center Documents

Records associated with this procedure shall be submitted to the YMP-LBNL Local Records Processing Center, in accordance with YMP-LBNL-QIP-17.0 and AP-17.1Q.

#### 5. RESPONSIBILITIES

5.1 The **Applicable Manager** is responsible for implementation of this procedure for personnel reporting to him/her.

5.2 **YMP-LBNL Personnel** involved in any part of this procedure are responsible for turning over related documentation to the **Applicable Manager**.

#### 6. ACRONYMS AND DEFINITIONS

##### 6.1 Acronyms.

None.

##### 6.2 Definitions

**Engineering Assurance (EA) Manager** - The YMP-LBNL manager responsible for maintaining the YMP-LBNL QA program including but not limited to review of deliverables and products, software review and configuration management, metrics for EA performance/improvements,

liason to the Office of Quality Assurance, support to the line for implementation.

**Applicable Manager** - The YMP-LBNL manager responsible for personnel within the scope of this procedure. This includes new employees as well as employees whose work responsibilities and/or locations have recently changed.

**YMP-LBNL Personnel** - Any scientists, engineers, research or technical associates, student research assistants, or others performing YMP-LBNL quality-affecting work.

## 7. REFERENCES

DOE/RW-0333P, *Quality Assurance Requirements and Description*.

AP-17.1Q *Record Source Responsibilities for Inclusionary Records*.

YMP-LBNL-QIP-17.0, *Submitting Records to the YMP-LBNL Records Center*.

## 8. ATTACHMENTS.

1. Education and Experience Verification Record
2. Overview of the LBNL QA Program for YMP Activities

## **9. REVISION HISTORY.**

9/22/95 - Revision 0, Modification 1:

Administrative refinement of wording specifying qualification and training of personnel, and maintenance of qualification and training files.

9/20/96 - Revision 1, Modification 0:

Revised procedure to reflect requirements changes in QARD, Rev.5.  
Made general improvements and corrections.

6/2/97 - Revision 2, Modification 0:

Revised procedure to introduce the term Engineering Assurance (EA) and to identify the role and responsibilities of the EA Manager.

**10. APPROVAL**

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**Preparer:**

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**Date**

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**Technical Reviewer:**

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**Date**

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**Technical Reviewer:**

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**Date**

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**QA Reviewer:**

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**Date**

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**QA Manager:**

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**Date**

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**Project Manager:**

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**Date**